CHAPTER 82. INSPECT A REPAIR STATION'S CERTIFICATE REQUIREMENTS

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3604, (3612 *Capabilities Listing*)

B. Avionics: 5604, (5612 *Capabilities Listing*)

3. OBJECTIVE. This chapter provides guidance for inspecting the certificate requirements in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 145.

5. GENERAL. Title 14 CFR §§ 145.5, 145.55, 145.213, and 145.215 require that all Air Agency certificates, operations specifications (OpSpecs) to be kept current and available for inspection and verification.

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SECTION 2. PROCEDURES.

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 65 and 145
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent.
- Previous experience with certification or surveillance of 14 CFR part 145 repair stations.

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 65 and 145
- Advisory Circular (AC) 145-9, Guide for Developing and Evaluating Repair Station Quality Control Manuals

B. Forms. None.

C. Jobs Aids. None.

5. PROCEDURES.

A. Planning. Prior to inspecting, the principal inspector (PI) or aviation safety inspector (ASI) should carefully review:

(1) 14 CFR parts 43 and 145.

(2) Repair Station Manual/Quality Control Manual (RSM/QCM).

(3) OpSpecs.

(4) Capability List as required.

(5) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. SPAS interfaces with key fielded oversight programs (such as ATOS, SEP, and the NPG), as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

(6) Vital Information Subsystem (VIS).

(7) CHDO office file.

B. Air Agency Certificate. Review the repair station's Air Agency Certificate and OpSpecs to verify that they are:

(1) Available for inspection.

(2) Identical to those on file in the CHDO and properly signed.

(3) Appropriate for the maintenance and alterations that are performed at the facility.

NOTE: A certificate or rating issued to a repair station located outside the United States is effective from the date of issue until the last day of the 12th month after the date of issue unless the repair station surrenders the certificate or the FAA suspends or revokes it. The FAA may renew the certificate or rating for 24 months if the repair station has operated in compliance with the applicable requirements of 14 CFR part 145 within the preceding certificate duration period.

NOTE: Verify the information that is in the current VIS matches the repair station information.

C. Limited Rating. If the repair station holds a limited rating, each article they are authorized to maintain and alter will be identified either on a Capabilities List, or on their OpSpecs. Each item on the Capabilities List must have documentation to show that a self-evaluation was done to determine that the necessary housing, facilities, tools, test equipment, materials, technical data, processes, and trained personnel were available to accomplish the work. If the repair station utilizes a Capabilities List, verify that they follow the procedures in their RSM/QCM for conducting self-evaluations and revising the list in accordance with § 145.215(c).

D. Anti-drug and Alcohol Prevention Program. If the repair station contracts to perform work for a 14 CFR part 135 or part 121 Air Carrier, they must have an Anti-drug and Alcohol Prevention Program authorized by OpSpec A449. Although the FAA Drug Abatement Division conducts inspections and enforcement activities for these programs, the PI should verify the information on OpSpec A449 and ensure that the Anti-drug and Alcohol Misuse Prevention Program records are maintained and available for inspection.

NOTE: OpSpecs A449 are not issued to repair stations located outside the United States.

E. Line Maintenance (Repair Stations Located Within the United States). A repair station must be authorized by OpSpec D107 to perform line maintenance for certificate holders conducting operations under 14 CFR parts 121, 135, and for foreign air carriers or foreign persons operating a U.S.-registered aircraft in common carriage under 14 CFR part 129. Verify, at location(s) listed in OpSpec D107, that the repair station has the facilities, equipment, trained personnel, and technical data to perform such line maintenance.

F. Geographic Authorization (Repair Stations Located Outside the United States). If the repair station is authorized to perform maintenance away from the repair station in accordance with geographic authorizations, these authorizations will also be listed in OpSpec B050. Surveillance Requirement for Geographic Authorization must follow the guidance of Order 8300.10, volume 2, chapter 163, section 4, and paragraph 5C.

G. Exemptions. If the repair station is authorized to conduct operations in accordance with the provisions, conditions, and/or limitations set forth in an FAA exemption, that exemption would be listed in OpSpec A005. Review each exemption and verify that they comply with its conditions and limitations.

H. Additional Fixed Locations. If the repair station is authorized to have additional fixed locations, the locations must be listed in OpSpec A101. Verify the data is correct.

I. Analyze Findings. Evaluate all deficiencies to determine if corrective actions will be required.

J. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Competition of this task will result in the following:

- Send a letter to the operator documenting all deficiencies
- Initiate an Enforcement Investigation Report (EIR) if necessary

C. Document Task. File all supporting paperwork in the certificate-holder's office file. Update the Vital Information Subsystem as required.

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.